

## FACULTY EVALUATION REPORTS

Each faculty member should consult the appropriate department chair for specific departmental guidelines for preparing the report and the required documentation. The following list includes examples of items that might be reported in the evaluation.

I. The report of teaching/instructional activities might include items such as the following:

- Statement of student evaluations
- Statement of peer evaluations
- Development of new courses or programs
- Revision or refinement of existing courses or programs
- Development of improved teaching materials
- Additional formal training in one's teaching field or in a related area (both credit and non-credit courses)
- Samples of graded student work.
- Preparation of proposals for external funding for instructional materials or activities.
- Description of teaching practices that are high impact.
- Other teaching/instructional activities.

II. The report on scholarly/creative activities might include items such as the following:

- Scholarly publications
- Research and writing activities
- Presentation of papers at professional meetings
- Juried shows
- Performances
- Book reviews
- Textbooks
- Preparation of proposals for external funding for scholarly or creative activities.

III. The report on service activities might include items such as the following:

- Services to the institution
  - Activities involved in student advising and counseling

- Sponsorship of or participation in student activities or organizations
- Activities involved in student recruitment or retention
- Services to the division and/or department
  - Committee activities not previously addressed
  - Other
- University-wide services
  - Committee activities not previously addressed
  - Official institutional representation
  - Other
- Preparation of proposals for external funding for university-related activities and initiatives.
- Other services to the institution
- Services to the profession and the community
  - Membership in professional organizations
  - Panel appearances, program participation, and/or other activities in professional organizations
  - Committee assignments and offices held in professional organizations
  - Attendance at professional meetings
  - Professional consultation in one's role as a professional educator or in one's role as a specialist in a particular discipline
  - Presentations to community groups in one's role as a professional educator or in one's role as a specialist in a particular discipline
  - Service on civic committees, boards, etc., in one's role as a professional educator or in one's role as a specialist in a particular discipline
  - Other services to the profession or to the community